



Martin Towers

Management Committee Meeting Minutes

Community Corporation 23362 Inc. (Secondary)

4-8 Charles Street, ADELAIDE

Date: Wednesday 11th February 2015

Time: 6:00 PM (18:00)

Location: Lot 5 (Phillip Relf)

1. Opening

In Person

David Chadbourne (DC)	Lot 18 [Presiding Officer]
Elizabeth Farrant (EF)	Lot 19
Julie Obst (JO)	Lot 1
Phillip Relf (PR)	Lot 5
Daniel Silvestri (DS)	Lot 107
Carolyn Wastell (CW)	Lot 82

By Proxy

Michael Hammerton (MH)	Lot 37 [proxy to DC]
John Hynd (JH)	Lot 49 [proxy to DC]

In Attendance

Michael Bojko (MB)	Representing Munro Property Group
Greg Powell (GP)	Representing Site Services SA (Caretaker)

GP left the meeting after giving his Caretaker's report.

Apologies

Nil

Meeting Start

Peter Buchan, an invitee representing approximately 40 apartment owners, presented his concerns relating to understanding of the recent strata fee increases. Peter's comments were heard by the committee and Peter left after making them known.

It was established that the presence of a quorum was in effect and the meeting started at 18:35.



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2. Confirmation of Previous Minutes

The 08th October 2014 minutes were taken as read and accepted with correction i.e., that MH was in fact present (and not represented by proxy as was recorded in the minutes)

Proposer: DC

Seconder: CW

The 10th December 2014 minutes were taken as read and accepted with correction i.e., that GP was in attendance (this was not recorded in the minutes)

Proposer: DC

Seconder: CW

3. Matters Arising (from previous minutes)

1. The membership of the Property Maintenance subcommittee has expanded to include DS.

4. Decisions without Meetings

1. To facilitate access to the meeting area, DC, EF, DS and CW were given specially coded FOB to support the necessary building access.

5. Caretaker's Report (GP)

1. North Tower, level 7A, wall/ceiling holes: a contractor has been engaged with the expectation that the work will be completed by Friday 13th February 2015.
2. North Tower, apartment 61, ceiling leak damage: contractor has been engaged with the expectation that the work will be completed by Friday 13th February 2015.
3. North Tower, level 4, manhole currently supporting minor water leak. A plumber has been engaged to rectify the situation.
4. North Tower, level 1 corridor South-West fire door is sticking on the carpet and does not close when released: MB to follow up – action raised.
5. South Tower, level 3, fire door requires painting – first coat has been applied and second coat should be applied by Friday 13th February 2015.
6. Gym, Running Machine: advised that the necessary spares have arrived but have not been installed at present.
7. Gym, Stationary Bicycle: advised that the parts have been ordered but are currently interstate awaiting transport.
8. Gym, Exercise Bench: two bolts have been tightened and the bench is now firm for use.
9. Pool area, spa: GP stated that he would engage his own plumber to rectify the issue with the spa.
10. Cleaning of the Charles Street awing. This action has been removed from consideration.
11. North & South Tower's water heaters: repair action was conducted to unblock the inlet pipe but this action required the actions of a plumber. A quotation to configure the system to allow clearing by Caretaker staff is being sought.



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GP advised that if the gym equipment parts were not sourced by this Friday 13th February 2015 that this situation would be communicated to MB, who would then source another repairer of gym equipment.

GP offered to reconsider the way in which Caretaker services are provided, which could result in a considerable savings to the body corporate. For example, providing 9-5 services, engaging a security guard to monitor specific areas within the building at specific times, collecting payment from the resident (and not the body corporate, as is current practice) for access required by ETSA staff to connect/disconnect power.

6. Body Corporate Management Report (MB)

1. An activity to commence the clean-up of the basement was started with the placement of a letter advising that bicycles should not be placed in the basement area and that they should be moved to the bike storage area.
2. Authority has been given to the Caretaker to raise work orders on jobs costing \$500 or less.
3. South Tower, lift decal/*linishing* is in the process of being quoted.
4. Two quotes to place a barrier over the sliding gate have been requested.
5. A maintenance contract for the sauna, pool and spa is currently being costed.
6. SA Water have reverted to the previous system of passing the common expenses back to the body corporate for attribution to individual lot holders.
7. Otis expected to replace the South Tower lift rollers within the next two weeks. At this time the sump in the lift well will be investigated to ensure that it handles pooling of water.
8. KONE expected to provide a statement of the South Tower lift logic to confirm that the commercial carpark users do not have higher or equal priority to the apartment residents.
9. The corporate website is expected to enter beta-testing within a month. Training has been conducted at MPG and further training is scheduled.

It was proposed by JO that the property manager would vet the invoices delivered by the Caretaker and understand the scope of the work being paid.

Seconded: PR, ***carried unanimously***

7. Sub-Committees Report

Complaints and Bylaws Infringement (MH)

1. Need a scope statement that allows a resident to understand who to call to address an issue.

It was proposed by EF that the swimming pool opening hours revert to the original hours of 06:30 to 21:30 hours.

Seconded: JO, ***carried unanimously***



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Finance (DC)

1. Held a subcommittee meeting, looked at the first six months of the financials and the actuals match the budget.
2. Major expenses were considered. However, more detail is required from the Caretaker reports.

Primary Corporation Interface (DC)

1. There are a number of outstanding issues requiring resolution. Currently there are about 30 issues outstanding.

Property Maintenance (JH)

1. No report given

Security (PR)

1. Met with Adrian of SA Electronics to discuss the placement of two split-screen display monitors at the bottom and top of the car park ramp. The purpose being to allow drivers to see cars moving along the ramp. The solution will necessitate the provision of a digital video recorder, which would allow incremental updates in the building's security monitoring capability.
2. FOB programming
 - a. Apartment 16, bike access given
 - b. Apartment 27, one lost and a new one coded in - \$55 collected from resident
 - c. Apartment 38, bike access given
 - d. Apartment 90, two lost and two new coded in - \$110 collected from resident

Website (PR)

1. Three updates since December 2014
 - a. Feedback email automatically populated with skeleton information, for the user to populate with any feedback. So far, I have had nil responses.
 - b. Committee membership updated
 - c. 2015 calendar inserted
 - d. Hard refuse collection information inserted, as per resident request

8. Action List

Id	Required Date	Status	Owner	Activity
2015-01	11Feb15	Closed	DS	Specify requirements for South Tower lift labelling of resident floor buttons.
2015-02	15Apr15	Open	MPG	Raise work order to provide South Tower lift labelling of resident floor buttons, as per DS specification.
2015-03	11Feb15	Closed	DC & EF	Arrange meeting with MPG specifically to review six monthly budge to actuals and report back to Management Committee.
2015-04	15Apr15	Closed	MPG	Arrange for quotation and subsequent installation of barrier over the resident's car park sliding gate.



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Id	Required Date	Status	Owner	Activity
2015-05	11Feb15	Closed	MPG	Arrange for quotation to support a maintenance contract for the sauna.
2015-06	11Feb15	Closed	MPG	Arrange for quotation to support a maintenance contract for the spa and pool. Specifically, to monitor chemical usage in accordance with regulatory requirements.
2015-07	15Apr15	Closed	MPG	Dialogue with SA Water to investigate possible duplicate invoice for water usage.
2015-08	15Apr15	Closed	MPG	Dialogue with Otis regarding the replacement of North Tower lift roller for potential coverage under existing maintenance contract.
2015-09	15Apr15	Open	MPG	<p>Dialogue with Otis regarding the replacement of North Tower lift control board resulting in open access to Level 7A for potential coverage under existing maintenance contract. Confirmation from SA Electronics that this is actually an issue with the Otis hardware and not an issue with their building access control hardware, will be required before approaching Otis.</p> <p>Update: Otis have verbally acknowledged (but still not committed themselves in writing) that the open circuit on level 7A in one of the North Tower lifts is their hardware's fault.</p> <p>JO suggested rephrasing the issue as an OH&S issue, which should escalate its priority with Otis.</p>
2015-10	25Feb15	Open	MPG	Dialogue with Kone to identify the South Tower lift call button control logic. There is a concern that the South Tower lift is being over-used by the commercial car park patrons.
2015-11	11Feb15	Closed	PR	Code FOB to allow Management Committee members to gain access to Lot 5's front door.
2015-12	15Apr15	Open	MPG	Make available to owners, the financial details and minutes on the website.
2015-13	29Apr15	Open	MB	Contact Fire Services to remedy the catching of the corridor South-West door of North Tower, level 1 on the carpet.
2015-14	29Apr15	Open	GP	To source a quotation for plumbing that would allow Caretaker staff to clear a blocked inlet pipe supplying the North Tower and the South Tower water heaters.
2015-15	29Apr15	Open	GP	To reconsider the way that Caretaking services are to be provided, with the intention to reduce costs to the body corporate.
2015-16	11Mar15	Open	MB	To undertake an analysis of the current Caretaking scope and to propose options that would result in cost savings.
2015-17	25Feb15	Open	MB	To obtain a statement from KONE describing the South Tower's left logic.
2015-18	25Feb15	Open	MB	Raise a work order up to \$1,000 to address the graffiti in the South Tower stairwells above the security gates.
2015-19	29Apr15	Open	MB	Notice boards as discussed, will be placed in the North Tower lifts and the post box area notice board is to be better utilised.



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Id	Required Date	Status	Owner	Activity
2015-20	29Apr15	Open	PR	To attempt to find the original curtains that existed in the mail room or failing that, to request MB to raise a suitable work order.
2015-21	29Apr15	Open	EF	To liaise with MB to discuss the replacement of the white bench seat or to consider the purchase of suitable furniture for the lobby area.
2015-22	29Apr15	Open	MB	Consider a full-time Caretaker option, with the role to be proactive (and not reactive).

9. Any Other Business

1. General discussion: What resolutions are there regarding the cleaning and painting of the four apartment stairwells?
 - a. See action: 2015-18
2. MB to discuss the possibility of installing notice boards in the lifts (assuming that agreement from the Primary Corporation is obtained to allow for this).
 - a. See action: 2015-19
3. EF to discuss the installation of (a) translucent curtains in the post box area, (b) installation of a small sofa against the Western glass wall, and (c) activating continuous FOB entry to the mailbox area – which has ambulance access control issues, building access control issues, postal delivery issues and courier issues.

Parts (a) and (b) were accepted, see action 2015-20 and 2015-21

Seconded: JO, ***carried unanimously***

Part (c) was rejected

4. CW to discuss a need for review of the building via a periodic walk-through by a relevant subcommittee.
 - a. Any building issues are to be communicated to MB in the first instance.
 - b. MB will walk through the building, with the Caretaker, on a regular basis to identify issues.
 - c. The Management Committee should conduct a building walk-through on a half-yearly basis.

10. Next Meeting

Wednesday 29th April 2015, Lot 5, 4-8 Charles Street ADELAIDE, commencing at 6:00 PM (18:00).

11. Closure

The meeting closed at 21:35.